



Department of Environmental Protection

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MS4 Municipal Assistance Grant Program

GRANT OPPORTUNITY SUMMARY:

- A. **Proposals Sought:** The Massachusetts Department of Environmental Protection (MassDEP) is seeking proposals from groups of Massachusetts cities/towns or from Regional Planning Commissions on behalf of groups of Massachusetts cities/towns, for innovative projects that will assist multiple communities in meeting the requirements of either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit. The purpose of this funding is to enable groups of Massachusetts municipalities to expand their efforts to meet MS4 requirements and reduce stormwater pollution through coordinated partnerships that emphasize resource sharing. Only projects that meet specific requirements of either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit will be considered for funding. Interested entities should refer to the MS4 permits here:

2003 MS4 permit: https://www3.epa.gov/region1/npdes/permits/permit_final_ms4.pdf

2016 MS4 permit: https://www3.epa.gov/region1/npdes/stormwater/MS4_MA.html

Grant Funding is available only for the Commonwealth of Massachusetts Fiscal Year 2018 (July 1, 2017-June 30, 2018).

- B. **Overview and Goals:** In 2003, the U.S. Environmental Protection Agency (US EPA) issued a final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts. In 2010 and 2011, US EPA issued draft versions of the renewal of the 2003 MS4 General Permit. In response, many Massachusetts cities and towns came together to form regional stormwater coalitions to share resources, training, and best management practices related to stormwater management. Those regional coalitions also formed a statewide coalition to meet those same goals. This innovative approach to stormwater management has successfully reduced the costs of implementing requirements of the current (2003) Small MS4 General Permit.

In April 2016, US EPA issued the final renewal of the Small MS4 General Permit. MassDEP expects the work of regional and statewide stormwater coalitions will continue to result in cost savings as municipalities move into implementing the 2016 Small MS4 General Permit.

MassDEP seeks to facilitate the work of these stormwater coalitions, encourage the formation of new coalitions, and promote multi-town collaboration on improved stormwater management and permit compliance through the MS4 Municipal Assistance Grant Program.

- C. Eligible projects:** Eligible projects will result in tools or approaches that will help multiple municipalities meet one or more specific requirement of either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit. Eligible projects must also:

- Provide a shared benefit to multiple communities
- Not duplicate work already done by any Massachusetts stormwater coalition

Examples of potential projects include, but are not limited to:

- a. Formation of new regional coalitions in areas where none exist;
- b. Capital investments, including equipment;
- c. Outreach and Education services and/or materials; and
- d. Pursuit of Best Management Practices (BMPs) for overall improvement to stormwater management.

Projects are eligible for this grant program at any phase, and funding will support work toward any phase(s) from planning through implementation. Work funded by this program must be completed by June 30, 2018.

- D. Eligible Entities:** Eligible applicants are groups of two or more Massachusetts municipalities that are subject to either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit; Regional Planning Agencies acting on behalf of two or more municipalities that are subject to either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit; and Massachusetts stormwater coalitions representing two or more municipalities that are subject to either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit.
- E. Application Deadline:** Applications are due by 5:00 P.M. on September 1, 2017.
- F. Page Limit:** Grant applications must not exceed fifteen (15) pages in length.
- G. Funding Availability:** Total funding available for all projects is \$300,000. Grant awards may range from \$50,000 to \$300,000 per applicant; however, the total funding of awards will not exceed \$300,000. Applicants must only propose project scopes with timelines that can be completed by June 30, 2018.
- H. Match Requirement:** While applicants are not required to provide matching funds, a match is preferred. Applicants are encouraged to identify other known sources of funding for a proposed project on the Application Form, from both secured and anticipated sources.
- I. Bidders' Conference:** A Bidders' Conference will be held on August 16, 2017, at 10 AM in MassDEP's Worcester Office.
- J. Total Anticipated Duration of Grant(s):** The contract duration will be through June 30, 2018.
- K. Applicable Procurement Law:** Grants-- MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00

INSTRUCTIONS FOR APPLICATION SUBMISSION:

- A. **Evaluation Criteria (general):** Applicants must submit a completed application that includes all of the required supporting materials, agree to the program conditions, and meet the eligibility requirements, in order to be considered for a grant award. A MassDEP review committee will evaluate proposed projects based upon the criteria listed below. The review committee reserves the right to reject any or all proposals.

Evaluation Criteria Components: The review committee will evaluate and score the grant applications from Eligible Entities (as defined previously in this Grant Opportunity) based upon the following criteria.

Project Description (25 points)

How well does the applicant describe the proposed project and the proposed work to be covered by this funding? This includes proposed project tasks, personnel, and desired outcome(s) for the project.

Meet MS4 Permit Requirements (15 Points)

Does the application demonstrate how the proposed project intends to help multiple municipalities meet one or more specific requirements of either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit?

Promote Regional Collaboration (20 points)

Does the application demonstrate that the proposed project will encourage multi-town/regional cooperation and collaboration to achieve improved stormwater management and MS4 compliance efforts regionally or statewide?

Financial Need (5 points)

How well does the applicant demonstrate the communities' need for financial assistance to implement the proposed project? Does the applicant identify and describe other anticipated or secured funding sources that will support portions of the project?

Project Budget (10 points)

How well does the applicant estimate and describe project costs? Does the applicant demonstrate a realistic understanding of project costs by providing a budget with detailed and credible cost estimates? How extensive and available is any in-kind or monetary match that can be committed to the project?

Project Timeline (5 points)

How well does the applicant specifically describe the timeline for the proposed work? Can the work be feasibly completed in accordance with the proposed timeline by June 30, 2018?

Project Benefit (20 points)

MassDEP will evaluate the proposed stormwater project's environmental benefits and economic benefits. Specifically, the Department will look at how the proposed project furthers the goal of improved MS4 compliance and stormwater management across multiple municipalities; how it reduces community costs, both individually and on a multiple municipality and/or regional basis; how it promotes collaboration and information sharing among multiple communities; and to what extent the grant product(s) will be transferable to benefit all communities statewide that are subject to the 2003 or 2016 MS4 permit.

- B. **Application Completion and Submission Instructions:** All Grant applicants must complete the attached application form. Once the Application Form is complete, the document can be submitted electronically in Microsoft Word, or to reduce file size, the document may be converted and submitted as an Adobe PDF file.

Applications must be submitted electronically, via email to:

Frederick Civian, Stormwater Coordinator
Massachusetts Department of Environmental Protection
Frederick.Civian@state.ma.us
617-292-5821

In the subject line of the email, please write the applicant name and "MS4 Municipal Assistance Grant Program."

All applications must be received electronically by MassDEP by 5:00 P.M. on September 1, 2017.

Applications received after the deadline will be rejected automatically. MassDEP reserves the right to reject any and all proposals or request additional information if needed.

C. **Additional Required Documentation:**

Additional Forms: If selected for a grant award, the applicant will be required to submit the following forms to complete the contracting process. Forms with an asterisk * need not be submitted, if they have been completed previously and are already on file with the Commonwealth:

- [Commonwealth Standard Contract Form](http://www.mass.gov/comptroller/docs/forms/contracts/standard-contract-frm.doc), filled out and signed by the applicant
<http://www.mass.gov/comptroller/docs/forms/contracts/standard-contract-frm.doc>
- [Commonwealth Terms and Conditions](http://www.mass.gov/comptroller/docs/forms/contracts/comm-termsconditions.doc)* filled out and signed by the applicant
<http://www.mass.gov/comptroller/docs/forms/contracts/comm-termsconditions.doc>
- [Commonwealth W-9 tax information form](http://www.mass.gov/comptroller/docs/forms/vendorcustomer/newmass-w9.doc) filled out and signed by the applicant with DUNS number and Federal Tax ID *
<http://www.mass.gov/comptroller/docs/forms/vendorcustomer/newmass-w9.doc>

- Completed Contractor Authorized Signature Verification Form
<http://www.mass.gov/comptroller/docs/forms/contracts/casl-form.docx>
- Electronic Funds Transfer (EFT) form*
<https://massfinance.state.ma.us/VendorWeb/eftRegisterfrm.asp>

Applicants are encouraged to review these forms prior to submission of an application.

ESTIMATED PROCUREMENT CALENDAR FOR GRANT APPLICATION/AWARD:

Procurement Activity	Date	Time
Notice of Grant Opportunity (posted on COMMBUYS And MassDEP website)	Tuesday, August 1, 2017	
Bid Release Date (Posting Date) on MassDEP website	Tuesday, August 1, 2017	
Bidders' Conference: MassDEP 8 New Bond Street Worcester, MA 01606	Wednesday, August 16, 2017	10 A.M.
Deadline for Submission of Questions to MassDEP (either at Bidders' Conference or prior to deadline, via email to: Frederick.Civian@state.ma.us)	Wednesday, August 16, 2017	12 noon
Official Answers for Q&A published on MassDEP website	Monday, August 21, 2017	5 P.M.
<u>GRANT APPLICATION DEADLINE;</u> <u>ELECTRONIC SUBMISSION TO</u> Frederick.Civian@state.ma.us	FRIDAY, SEPTEMBER 1, 2017	5 P.M.
Notification of Grant Award(s) (Estimated) (POSTED ON COMMBUYS AND MASSDEP WEBSITE)	Tuesday, September 19, 2017	
Estimated Contract Start Date	October 2, 2017	

ATTACHMENT A

Application Form

August 1, 2017

Attachment A

MS4 Municipal Assistance Grant Program Application

Overview: The Massachusetts Department of Environmental Protection is seeking proposals from groups of Massachusetts cities/towns or from Regional Planning Commissions on behalf of Massachusetts cities/towns for innovative projects that will assist multiple communities in meeting the requirements of either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit. The purpose of this funding is to enable Eligible Entities to expand their efforts to meet MS4 requirements and reduce stormwater pollution through coordinated partnerships that emphasize resource sharing. Only projects that meet specific requirements of either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit will be considered for funding.

Section 1: Applicant Information (NOTE: Applicant must be authorized by the specified organization to submit this application and commit to the proposed project).

Applicant Name: _____

Participating Communities: _____

Name of person completing form: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Section 2: Qualifications/Ability to Perform Proposed project

- A. Ability to Use Funds: Please describe your entity's eligibility for an award of the MS4 Municipal Assistance Grant. If awarded a MS4 Municipal Assistance Grant, the awardee must be able to enter into a contract with MassDEP within 15-30 days of award. Please discuss your entity's ability to enter into the contract and perform the project, including specific steps that must be taken to accept a state grant. Please identify any potential constraints.

Section 3: Application

Project Description: Describe the proposed project and the proposed work to be covered by this funding. This includes proposed project tasks, personnel, and desired outcome(s) for the project.

Meet Permit Requirements: Describe how the proposed project helps multiple municipalities meet one or more specific requirements of either the 2003 Small MS4 General Permit or the 2016 Small MS4 General Permit.

Promote Regional Collaboration: Describe how the project will encourage multi-town/regional cooperation and collaboration to achieve improved stormwater management and MS4 permit compliance efforts regionally or statewide.

Financial Need: Explain the need for financial assistance to implement the proposed project, including other anticipated or secured funding sources that will support portions of the project.

Project Budget: Detail the anticipated cost associated with the proposed project. Demonstrate a realistic understanding of project costs by providing a budget with detailed and credible cost estimates. For any in-kind or monetary match, explain how extensive it is and how it will be made available to the project.

Project Timeline: Describe the timeline for the work proposed, including a commitment to achieving final completion by the deadline of June 30, 2018. Explain how the work can be feasibly completed by June 30, 2018.

Project Benefit: Provide information about both the environmental and economic benefits of the proposed project; specifically, how the project furthers the goal of improved MS4 compliance and stormwater management across multiple municipalities; how it reduces community costs, both individually and on a multiple municipality and/or regional basis; how it promotes collaboration and information sharing among multiple communities; and to what extent the grant product(s) will be transferable to benefit all communities statewide that are subject to the 2003 or 2016 MS4 permit.